



## Application Assistant Online Training Guide

### Accessing the Online Training:

1. Go to the ACP website: [www.acp.colorado.gov](http://www.acp.colorado.gov)
2. Click on "Online Training" underneath the heading "General Information." Follow each step carefully. The entire process should take about an hour. There is no cost for the training.
3. To complete Step Three, you will need to go to [www.co.train.org](http://www.co.train.org) (if you Google this website, it may show up as "Kmi's eLMs").
4. Click on "Create an Account" on the left-hand column.
5. Answer the questions. Keep in mind that most training on this website is intended for health and safety related occupations. Use whatever option is closest to your situation. "Other" is also an option.
6. After your account is created, go to "Search by Course ID" (middle tab on the right) and enter **1012881**.
7. Click on "Address Confidentiality Program Training Online".
8. The next screen has tabs across the top of the page. Click on the tab marked, "Registration".
9. You will be asked for the **registration code**. To receive the code, contact the ACP by phone at 303-866-2208 or by email at [acp@state.co.us](mailto:acp@state.co.us). Type the code in the box.
10. The next question is about the type of agency you represent. This question is for ACP reports. Enter the kind of agency you work for.
11. Click on "Launch." [Please be patient. The program can take some time to load, and some areas of the training move slower than others. When you answer the quiz questions, the program might take a minute to reflect your answer.]
12. Complete the training modules. The training has an introduction followed by three training sections. A quiz is at the end of each section. If you miss one or more questions, you will need to go back through the section, review any information necessary and re-take the quiz before moving on to the next section.



## **If You Stop Before the Training Has Been Completed:**

If you exit prior to completing the training, all your previous work should be saved. You will need to log back in with your newly created account information. A message will appear, asking if you would like to return to where you left off.

## **After You Have Completed the Training:**

- If you have not already done so, send your completed Application Assistant Agreement (located in Step Two) to the ACP. Your completed agreement can be mailed, faxed, or e-mailed. The fax number is (303) 866-3946.
- Access your CO.TRAIN account and retrieve your certificate of completion. To do this, go to "My Learning Record" (located on the right side of the home page). Click on "Certificate." You can now print your Application Assistant certificate.
- You should receive your registration number, welcome packet and initial enrolling materials in about a week.

## **If You Experience Problems During the Training:**

Most problems are resolved by updating your Java or web browser. You can also try exiting and return to the training in a few minutes. If you are still experiencing problems, please contact the ACP at: (303) 866-2208 or [acp@state.co.us](mailto:acp@state.co.us)

## **Online Training as a Review:**

Currently registered Application Assistants can use the online training as a review tool. The training is especially helpful for those who have a registration, but have not yet enrolled any participants.

## **Renewing Your Registration:**

To renew your Application Assistant registration, just complete and submit a new "Application Assistant Agreement" prior to your two year expiration date. You do not need to retake the training.

## **The Role of an Application Assistant:**

Pursuant to the ACP Law, ACP enrollment requires meeting with an Application Assistant - a person who provides counseling, shelter, or other services to survivors *and* has completed the training and registration process. Application Assistants help a potential participant decide whether the ACP should be part of her/his overall safety plan, determine eligibility and assist with the completion of enrollment forms. The online training is most appropriate for those who provide direct services to survivors and typically assist with safety planning.

## **More Questions?**

For questions or further information, visit the ACP website at [www.acp.colorado.gov](http://www.acp.colorado.gov) or contact the program at 303-866-2208, toll-free at 1-888-341-0002, or by e-mail at [acp@state.co.us](mailto:acp@state.co.us)